

# GRADUATE STUDENT HANDBOOK

**KANSAS STATE**

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**U N I V E R S I T Y**

Department of Civil Engineering

(Version 2/19)

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## Key Contacts

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**Graduate Program Coordinator:** Ms. Trisha Brown

**CE Department Head:** Dr. Mustaque Hossain

**Email:** [gradce@ksu.edu](mailto:gradce@ksu.edu)

## CE Graduate Program

The Department of Civil Engineering at Kansas State University offers comprehensive programs leading to the degrees of masters of science and doctor of philosophy in civil engineering. Graduate students can work with their committees to create personalized graduate programs of study in specializations such as environmental engineering, geotechnical engineering, structural engineering, transportation/materials engineering, and water resources engineering. An active research program is conducted in each of these areas, and it is the goal of the department to maintain a close connection among graduate study, research, teaching, and engineering practice.

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The Civil Engineering offers programs of study in five areas of specialization:

***Environmental Engineering***

***Geotechnical Engineering***

***Structural Engineering***

***Transportation/Materials Engineering***

***Water Resources Engineering***

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Students admitted for work toward a Master of Science degree can select a program of study requiring the completion of a master's thesis or a master's report within their area of interest. Students supported on research projects are typically expected to complete a thesis. Students admitted for work toward a doctor of philosophy degree are required to develop an original research program, and complete a doctoral dissertation under the guidance of a program of study committee comprised of faculty members from the department of civil engineering and other departments.

The CE department also offers two Graduate Certificate programs. Graduate students majoring in any specialization can earn these certifications after completing **12** credit hours of course work required for the certificate. The two certifications offered by CE are the **geoenvironmental** graduate certificate and the **transportation engineering** graduate certificate.

## Geoenvironmental Graduate Certificate

The goal of the geoenvironmental certificate program is to:

- Prepare graduates for careers related to geoenvironmental engineering;
- Promote interdisciplinary educational experiences in geoenvironmental engineering and;
- Enhance interactions among faculty and students in the allied science and engineering disciplines related to geoenvironmental engineering.

This certificate program requires **12** credit hours of coursework. It includes **nine** credit hours from three required courses and **three** credit hours of elective course(s) chosen from a list of approved courses. The required courses are CE 625 Principles of Geoenvironmental Engineering (3 credit hours), CE 654 Design of Groundwater Flow Systems (3 credit hours), and CE 768 Geoenvironmental Engineering Design (3 credit hours). A list of elective courses and more information about the Geoenvironmental Certificate is available at the Graduate School website: [http://catalog.k-state.edu/preview\\_program.php?catoid=2&poid=236](http://catalog.k-state.edu/preview_program.php?catoid=2&poid=236)

## Transportation Engineering Graduate Certificate

Offered through the CE graduate program, the Transportation Engineering Certificate program provides transportation professionals with the opportunity to pursue a focused collection of courses that, when completed, allows the student to receive recognition of their continued effort in the area of transportation engineering, or to

accumulate credit hours toward their master's degree. The Graduate Certificate in Transportation Engineering requires the completion of **12** credit hours of course work. All students must complete **two** of the following **three** core courses: CE 774 Pavement Design (3 credit hours), CE 775 Traffic Engineering (3 credit hours), and CE 786 Land Development for Civil Engineers and Planners (3 credit hours). In addition students should also complete **6** credit hours of course work from an approved list of courses. A list of elective courses and more information about the Transportation Engineering Certificate is available at the Graduate School website:

[http://catalog.k-state.edu/preview\\_program.phpcatoid=2&poid=3819](http://catalog.k-state.edu/preview_program.phpcatoid=2&poid=3819)

## Program Requirements

The primary requirement for admission to the civil engineering graduate program is the receipt of a bachelor of science degree from a civil engineering undergraduate program that is accredited by the Accreditation Board of Engineering and Technology (ABET) or is considered equivalent to an ABET-accredited program. For international programs, Kansas State University reserves the right to make the determination whether a civil engineering program is equivalent to an ABET accredited undergraduate program in the United States. Students not possessing an undergraduate degree in civil engineering may be admitted if their undergraduate program is closely related to a specific specialty in civil engineering, and they complete necessary deficiencies in their area of specialization. For example, students with undergraduate degrees in biological engineering or chemical engineering may be admitted to pursue a program of study in environmental engineering, but would need to make up undergraduate coursework in water and wastewater treatment, and hydraulic engineering.

**A valuable and up to date source of information for CE graduate students is the Graduate Handbook published by the Graduate School. The handbook can be accessed at the following website:**

<https://www.k-state.edu/grad/graduate-handbook/>.

## **UNDERGRADUATE COURSE REQUIREMENTS FOR GRADUATE APPLICANTS WITH DEGREES IN FIELDS OTHER THAN CIVIL ENGINEERING**

Applicants with undergraduate degrees in fields other than Civil Engineering must rectify course deficiencies and appropriate prerequisites in the specific areas as indicated below.

### **I. Applicants with an **ENGINEERING** undergraduate degree other than CIVIL**

#### Environmental and Water Resources Engineering

CE 550 Water Resources Engineering	(3 cr. hrs)
CE 563 Environmental Engineering Fundamentals	(3 cr. hrs)
CE 552 Hydraulic Engineering	(3 cr. hrs)
CE 565 Water and Wastewater Engineering	(3 cr. hrs)

#### Geotechnical Engineering

CE 537 Introduction to Structural Analysis	(3 cr. hrs)
CE 522 Soil Mechanics	(3 cr. hrs)
CE 528 Foundation Engineering	(3 cr. hrs)
AND One of the Following Courses	
CE 544 Structural Engineering in Concrete	(3 cr. hrs)
CE 552 Hydraulic Engineering	(3 cr. hrs)

#### Structural Engineering

CE 522 Soil Mechanics	(3 cr. hrs)
CE 537 Introduction to Structural Analysis	(3 cr. hrs)
CE 542 Structural Engineering in Steel	(3 cr. hrs)
CE 544 Structural Engineering in Concrete	(3 cr. hrs)

Transportation/Materials Engineering

CE 411 Route Location and Design	(3 cr. hrs)
CE 522 Soil Mechanics	(3 cr. hrs)
CE 572 Transportation Engineering	(3 cr. hrs)
CE 641 Civil Engineering Materials	(3 cr. hrs)

II. Applicants with **NON-ENGINEERING** undergraduate degree

In addition to basic math, physics and chemistry requirements, the following common science and civil engineering requirements must be met along with courses specified for each area.

Common Engineering Science Requirements

CE 333 Statics	(3 cr. hrs)
ME 512 Dynamics	(3 cr. hrs)
ME 513 Thermodynamics	(3 cr. hrs)
ME 571 Fluid Mechanics	(3 cr. hrs)
CE 533 Mechanics of Materials	(3 cr. hrs)

General Civil Engineering Requirements:

Four courses from the following list must be selected/approved by advisor:

CE 411 Route Location and Design	(3 cr. hrs)
CE 522 Soil Mechanics	(3 cr. hrs)
CE 537 Introduction to Structural Analysis	(3 cr. hrs)
CE 550 Water Resources Engineering	(3 cr. hrs)
CE 563 Environmental Engineering Fundamentals	(3 cr. hrs)

Specific Area Requirements:

Environmental and Water Resources Engineering

CE 552 Hydraulic Engineering	(3 cr. hrs)
CE 565 Water and Wastewater Engineering	(3 cr. hrs)

Geotechnical Engineering

CE 528 Foundation Engineering	(3 cr. hrs)
AND One of the Following Two Courses	
CE 552 Hydraulic Engineering	(3 cr. hrs)
CE 544 Structural Engineering in Concrete	(3 cr. hrs)

Structural Engineering

CE 542 Structural Engineering in Steel	(3 cr. hrs)
CE 544 Structural Engineering in Concrete	(3 cr. hrs)

Transportation Engineering

CE 528 Foundation Engineering	(3 cr. hrs)
CE 572 Highway Eng. Planning & Mgt	(3 cr. hrs)

Approved by CE faculty 5/6/93 (2006)

## Applying to CE Graduate Programs

A completed graduate application should be submitted to the CE department well in advance of the semester a student intends to begin her/his graduate program at Kansas State University. The application consists of:

1. Online Application. Only online application forms will be accepted. Online applications for domestic and international applicants are available on the following website: <http://www.k-state.edu/grad/application/index.html>.
2. Statement of Objectives. This is an important document that is read closely by members of the graduate admissions committee as they evaluate individual applications. The statement of objective is a personal narrative of the reasons the applicant is seeking admission to K-State CE's graduate program. The applicant should provide specific reasons for selecting the field of study, contemplated research areas, and professional plans. It is important that you indicate one of the fields of specializations mentioned on page 4 as your major area of study.
3. Official Transcripts. Official or 'attested' transcripts of marks obtained in courses from all colleges attended. Do not submit transcripts or certificates from high school or prior education.
4. Letters of Recommendation. Three letters of recommendation are required and must be printed on **official letterhead**. At least one letter must be from faculty a

member who has direct knowledge of the applicant's academic work. These individuals may include undergraduate faculty advisors, course instructors, or undergraduate research/project supervisors. The applicant may also have their employer or an internship supervisor provide a letter of recommendation. Please note that friends and family members are not suitable for providing letters of recommendation. If the applicant is applying for the distance CE program and received his/her last CE degree (i.e., B.S., M.S., M.E.) at least five years prior, one of the three letters of recommendation need not come from faculty; however, all three letters cannot come from their place of employment. The recommendation letter can be uploaded and the evaluation form can be completed directly on the application website, known as CollegeNET. Alternatively, an original signed copy of the letter can be emailed directly by the referee to the K-State CE department at gradce@ksu.edu

5. Application-Fee. **Domestic Applicants** (U.S. citizens and permanent residents): An application fee for domestic applicants is \$65 and should be paid by credit card at the time of submitting the online application. The university does not allow waiver of the application fee under any circumstances.

**International Applicants.** An application fee for international applicants is \$75 and should be paid at the time of submitting the online application via CollegeNET. This fee should be paid by credit card when applying on-line. The university does not allow waiver of the application fee under any circumstances.

6. Affidavit of Financial Support. **International Applicants.** This document should indicate the financial support available for the applicant's graduate education. To save any delays in processing the application, it is best to have all three sections filled out appropriately right away. Filling out these sections does not affect the applicant's chances of getting financial assistance. This form has nothing to do with the department's decision of providing support in the form of research or teaching assistantships; it is a required form for the Graduate School. The affidavit of financial support form can be downloaded from the following website:

<http://www.k-state.edu/grad/admissions/application-process/international/>

7. TOEFL/IELTS score. **International Applicants.** The score obtained in the Test of English as a Foreign Language (TOEFL) should be reported officially to Kansas State University Civil Engineering Department. K-State CE's minimum requirement for TOEFL is **550** paper-based / **213** computer-based / **79** internet-based. Applicants who submit an International English Language Testing System (IELTS) score must have a minimum of **6.5** to be considered for admission to the graduate program. For more requirements on English proficiency, visit the Graduate School Handbook website at: [http://www.k-state.edu/grad/graduate\\_handbook/index.html](http://www.k-state.edu/grad/graduate_handbook/index.html).
8. GRE score. **International Applicants.** The score obtained in the Graduate Record Examination (GRE) should be reported officially to Kansas State University Civil Engineering Department. K-State CE's minimum requirement for admission is **80<sup>th</sup>** percentile rank on quantitative portion of the exam. The minimum requirement of an 80% score in the GRE is not based on the score received by the applicant out of 800. The score is curved (adjusted) relative to the number of persons taking the test. An 80<sup>th</sup> percentile score may vary between 161 to 165 points, which indicates % below, i.e., how many of those who took the exam scored less than the applicant. This would be equivalent to the applicant being in the top 20% of those taking the exam. Students who have got their bachelor's degree from an ABET - accredited civil engineering program may be waived from the GRE requirement.

All applicants will receive an email acknowledgement when the application has been received. If there are ANY documents missing from the application package, the application will not be evaluated until all documentation have been received. If your application status is designated as complete you do not need to send any more documentation.

A Graduate Application Package consists of:

- 1. Online Application Form**
  - 2. Statement of Objectives**
  - 3. Official Transcripts**
  - 4. Letters of Recommendation**
  - 5. Application Fee**
  - 6. Affidavit of Financial Support**
  - 7. TOEFL Score**
  - 8. GRE Score**
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All correspondence should be directed to the Graduate Programs, 2118 Fiedler Hall, Department of Civil Engineering, Kansas State University, Manhattan, KS 66506-5000.  
E-mail: [gradce@ksu.edu](mailto:gradce@ksu.edu)

## **Application Deadlines**

**Fall Semester** (August enrollment) - January 8

**Spring Semester** (January enrollment) - August 1

**Summer Session** (June enrollment) - December 1

It is the student's responsibility to follow all policies, deadlines and requirements associated with their graduate studies.

## Arrival Guidelines for International Students

1. Plan on arriving at Manhattan Airport (MHK) or the Kansas City Airport (MCI). An Airport Shuttle Van Service is available from MCI to Manhattan: <https://arivalshuttle.com>.
2. Other important websites you should browse before arriving are those related to the Office of International Programs: [www.k-state.edu/oip/](http://www.k-state.edu/oip/);  
Interactive campus map: <https://www.k-state.edu/maps/index.html>.  
Local transportation: <http://rileycountyks.gov/ata>.
3. The first thing to do after arriving in Manhattan is to check in with the International Students and Scholars Service (ISSS) at 104 International Student Center. Bring all your official documentation to ISSS. ISSS website: <http://www.k-state.edu/iss/>.  
Office of International Programs
4. Check in at the Civil Engineering Department main office in 2118 Fiedler Hall. Bring all your official documentation. Office space will be assigned to you if available; otherwise you will be placed on a waitlist for office space. Requests for office space should be made through the major professor (advisor).
5. If a faculty advisor has already been assigned to you, check in with her or him. If the advisor is not available, you can schedule an appointment by sending an e-mail message announcing your arrival in Manhattan.
6. Attend International Student Orientation and Graduate School Orientation. If you have a Graduate Teaching Assistants (GTA) appointment it is mandatory that you attend GTA orientation offered by the Graduate School. Please check the graduate school website for the dates.
7. Get your official K-State eID (e-mail address) from the Information and Technology Assistance Center (ITAC) in 214 Hale Library. This will allow you to access KSIS (Student Information System). After getting your eID, sign in to KSIS by going to [www.ce.ksu.edu](http://www.ce.ksu.edu) and clicking on 'Other Links' and then 'KSIS' to update your local address. Immigration requires that you always have a local address on KSIS. Any change of address must be updated within 10 days of the change.

8. Open a local bank account. Commerce Bank has an on campus branch in the Union.
9. Obtain a K-State ID card from the ID Card Center located on the first floor of the Student Union. You will need to take your admission letter or I-20, and your passport. The cost of the ID card is \$18. If you will be on a GRA appointment, you should wait until you can provide them with a copy of your appointment paper, because the fee will be waived.
10. If you need to take the English Proficiency Test (EPT) or the Speak Test, or if you are not sure if you need to take either of these tests, check in with the English Language Program Office in 205 Fairchild Hall. The Speak Test will only be required if you are being assigned to teach a section of a course, or interact with students in a class as an assistant to an instructor (typically for those with GTA appointments).
11. Meet with your advisor to decide in which courses to enroll. Check mandatory enrollment credit hours described later.
12. Enroll in the selected courses using the K-State Student Information System (KSIS).
13. If you were offered a research assistantship by the CE department, you should have signed and returned the offer letter to the department prior to your arrival. A background check is not required if you have not resided in the U.S. for more than **30** days in the last 7 years. If you are transferring from another university in the U.S., an assistantship is offered contingent upon the successful completion of a background check. The background check should be completed prior to your arrival at K-State.
14. If you will be working, and don't already have a Social Security number (SSN), you will need to apply for one. You cannot apply for a SSN until you have been in the U.S. for ten days with an updated I-20. At that time, obtain a letter of appointment from the CE department office to take to the International Student Center which will verify that you are enrolled full time and give you another document, which you'll take to the Social Security Administration, 1121 Hudson Avenue, Manhattan, KS. It will take approximately 7-10 days to receive your SSN via U.S. mail.

15. To process your GRA appointment papers, bring the following documents to the CE department office: SSN card, I-20, passport, I-94, a voided bank check or deposit ticket from your checkbook to set up direct deposit of your pay checks.
16. To obtain a set of keys for your office, lab and Fiedler Hall, speak with your major professor. The professor must email the CE office to ask for a key requisition card. Take the key requisition form and your K-State ID to the Key Control and Distribution Office in 109 Dykstra Hall to obtain your set of keys. Note that it is illegal to make copies of KSU keys, which are state government property.
17. Health insurance is required for all international students (see information on health insurance below). You will need to have proof of employment to obtain health insurance.
18. A tuberculosis (TB) test is required from all international students. You will need to visit the Lafene Student Health Center, 1105 Sunset Avenue, Manhattan, KS, for the TB test. The cost of the TB test is \$8. It is very important that you have secured health insurance prior to getting your TB test. If you get insurance after your TB test and the test is positive, your health insurance will not cover any x-ray or medication.

## Health Insurance for International Students and Dependents

The Kansas Board of Regents **requires** that international students and their dependents (if they are with the student) purchase or be in possession of a medical insurance policy or equivalent coverage. Medical insurance can be purchased on campus or from other independent agencies. Upon enrolling in courses each semester, international students are automatically enrolled in health insurance coverage with United Healthcare Student Resources and assessed a health insurance fee. If you have purchased alternative coverage or have coverage through your program sponsor and do not want to purchase the university endorsed plan, you must complete and submit the Health Insurance Waiver form available through your KSIS account. Additional information,

including instructions for the waiver process can be found at: <http://www.k-state.edu/oip/prearrival/health.html>.

Health insurance coverage is mandatory for all international students enrolled at Kansas State University, regardless of their course load. The Kansas State Employees Health Care Commission offers a student health insurance plan for Graduate Research Assistants (GRA). At the election of the student employee, coverage may also include dependents. To be eligible for the GRA/GTA student health insurance plan, including an employer contribution, an eligible student employee must first meet both of the following conditions:

- a) the student employee is enrolled in the student health care benefits component of the state health care benefits program, and
- b) the student is appointed for the current semester to a GRA or GTA position or some combination of the two, that is at least a 0.5 FTE appointment.

By design, this a prepaid health insurance plan which means the semester premiums are paid in advance at the time of applying for coverage. GRA/GTA students are to complete an application and present the application and semester premium payment to the Division of Human Resources within 30 days of their appointment date or during the appropriate open enrollment period:

Semester Open Enrollment Period:

Fall:	August 1 - 31
Spring:	January 1 - 31
Summer:	June 1 - 30

For more information about GRA/GTA health insurance, please visit the Division of Human Resources website:

<http://www.k-state.edu/hcs/benefits/health/gradhealth.html>

## Enrollment Requirements

International students who are not on GRA/GTA appointments must be enrolled in at least 9 credit hours each semester while those who are on GRA/GTA appointments must be enrolled in at least **6** credit hours each semester. No more than **16** credit hours, including those obtained in research, may be taken in fall and spring semesters; no more than **9** credit hours may be taken in summer. These limitations apply to courses audited as well as courses for which credit is earned.

A \$50 late enrollment fee is assessed for initial enrollment that occurs after the term begins. Any changes in course enrollment required after enrollment deadlines must be accompanied by the approval of the student's advisor, the instructor, and the Dean of the Graduate School. A graduate degree candidate must be enrolled in the graduate program during the term in which the requirements for a degree are completed.

A student working towards the Ph.D. must enroll during the term in which the preliminary examination is taken and subsequently in each term (summer terms excepted) until the degree requirements are satisfied and the dissertation is accepted by the Graduate School. Failure to enroll will result in loss of candidacy. If it is necessary to interrupt progress toward the degree after the preliminary examination has been passed, then the student (or the major professor) may petition for leave of absence for up to one year, which subsequently may be renewed. The petition must be submitted at least one month before the effective date of leave. Approval must be granted by the major professor, the department head, and the Dean of the Graduate School.

## CE Graduate Course Listing

All available civil engineering graduate courses can be found in the Graduate Catalog: <http://catalog.k-state.edu/content.php?catoid=2&navoid=389>

## CE 890: Graduate Seminar in Civil Engineering

- All full-time, CE graduate students must enroll in CE 890 every semester they are enrolled in the graduate program (except students enrolled in the distance education program).
- This is a zero-credit hour semester-long course.
- Credit for the course is obtained when the student attends **at least 10** meetings per semester.
- Every full-time CE graduate student pursuing an MS degree needs to make **at least** one presentation in the graduate seminar class before graduation.
- Every full-time CE graduate student pursuing a Ph.D. degree needs to give **at least two** presentations in the graduate seminar class before graduation.

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### K-State's Honor Pledge

A vital component to the Honor & Integrity System is the inclusion of the Honor Pledge which applies to ALL assignments, examinations, or other course work undertaken by undergraduate and graduate students. The Honor Pledge is implied, whether or not it is stated on instructions or exams:

***"On my honor, as a student, I have neither given nor received unauthorized aid on this academic work."***

## Annual Progress Report

Each fulltime graduate student is required to complete the Graduate Student Annual Progress Report form signed by both the student and his/her major professor and copy should be left at the department by **Dec. 1<sup>st</sup>** of the year that is under review. Credit for CE 890 Graduate Seminar in the fall semester will not be given unless the completed form is with the department.

## Academic Honesty

All academic activities at Kansas State University are governed by honor, fairness, trust, and a readiness to give appropriate credit for the intellectual endeavors of others when credit is due. K-State's policy on academic dishonesty assures due process and provides guidelines for action in instances where the proper academic relationships and attitudes have broken down. Any student enrolling at K-State implicitly accepts the university's stipulations concerning academic honesty and the procedures they entail. The K-State Honor & Integrity system operates with the belief that college students are still developing in integrity. Students who are reported and found in violation are given educational sanctions in hopes of helping those students become better citizens in their professions.

## Honor System

K-State has an Honor System based on personal integrity, which is presumed to be sufficient assurance in academic matters that one's work is performed honestly and without unauthorized assistance. All full and part-time students enrolled in undergraduate and graduate courses on-campus, off-campus, and via distance learning, by registration in those courses, acknowledge the jurisdiction of the Honor System.

Faculty and students report violations of the Honor Pledge to the Honor System Director by filling out the Honor System Violation Report form available at at <http://www.k-state.edu/honor/>. When the report is made by a student, the Director will

consult with the faculty member who is the instructor of the course about filing the Honor Pledge Violation Report. Faculty members are urged to report the alleged violation to the Office of Honor System when:

- a. The faculty member alleges a violation and imposes an academic sanction (an academic sanction is any action that would lower a student's grade on an assignment); OR
- b. The faculty member alleges a violation and requests an investigation. The case investigation concludes once a decision has been made as to whether there is sufficient information to proceed to the adjudication stage.

## Plagiarism

Plagiarism, is taking credit for someone else's ideas, intellectual work, or words by presenting it as your own. In a university setting, it means submitting academic, scholarly, or literary work in which you either claim or imply the material to be your own, when that is not the case. Borrowing another's term paper, handing in a paper purchased from an individual or agency, or submitting papers from living group, club, or organization files are all considered plagiarism and punishable as such.

The standard for attribution and acknowledgment of literary indebtedness is set by each discipline. Students should consult with their department or with recognized handbooks in their field. The guidelines apply to research assistants in their possible use of students' and colleagues' research and ideas, as well as to students' use of source materials and authorities, and student use of other students' ideas and work.

## Other Forms of Academic Cheating

Other forms of academic dishonesty subject to penalties include, but are not limited to, unauthorized consultation of books, library materials, or notes during a test; use of hidden notes during an examination or looking at another student's answers; having another person supply questions or answers from an examination to be given or in progress; having another person take an exam or other graded activity in your place;

deliberate falsification of lab results; submission of falsified data; procurement or alteration, without permission, of examinations or other academic exercises; collaborating on projects where collaboration is forbidden; and other forms of academic dishonesty and fraud.

## Adjudication and Penalties

The Honor Council is the adjudicating body of the K-State Honor & Integrity System. The standard sanction for an Honor Pledge violation is the assignment of an XF on the student's transcript. The XF denotes failure in the course due to academic dishonesty – an Honor Pledge violation. If a sanction includes an XF, the Director of the K-State Honor & Integrity System shall contact the Registrar's office and authorize the grade of XF. The Hearing Panel may deviate from the XF grade sanction and consider any of the following sanctions for violations of the Honor Pledge:

- A failing grade for the assignment in connection with which the violation of the Honor Pledge occurred;
- A requirement to complete the Development and Integrity course prior to receiving a final grade in the class in which the Honor Pledge violation occurred;
- Recommendation to the Provost that the student be suspended from the University;
- Recommendation to the Provost that the student be expelled from the University;
- or
- Other appropriate education sanction such as community service.

## Dismissal and Reinstatement

A graduate student may be denied continued enrollment at Kansas State University for any of the following reasons:

1. Failure of a student admitted on probation to achieve a minimum cumulative GPA of **3.0** in the first **9** credit hours of graduate coursework, or failure of a student to meet other conditions specified in the admission letter.

2. Failure of a student placed on probation for deficient grades to achieve a cumulative GPA of at least 3.0 within 2 semesters for full-time students and within 12 credit hours for part-time students.
3. Failure to meet published departmental or University requirements.
4. Failure to maintain satisfactory progress toward a graduate degree.
5. Failure in the final degree examination(s).
6. Failure to acquire mastery of the methodology and content in a field sufficient to complete a successful thesis or dissertation.
7. Qualifying for placement on probation a second time, except when the first period of probation is a condition of admission or when the second period is a condition of reinstatement.
8. A recommendation for suspension or expulsion by the Honor Council.

A student who has been denied continued enrollment may petition for reinstatement to the same program or for admission to a different one. Students whose petitions are granted are readmitted on probation as a condition of readmission. In such cases, the Readmission Committee usually stipulates enrollment in a specific number of hours or courses, as well as other conditions for probation. To regain regular status, the student who has been reinstated must satisfy conditions described in F.3 for removal from probation.

## **The Non-Degree Student**

Qualified students may enroll in a non-degree graduate program. The intention is to provide advanced study opportunities to students who wish to increase their technical competence, but are not interested in pursuing the entire advanced degree program. A maximum of 9 credit hours earned as non-degree may be transferred to an advanced degree if the student later decides to switch to degree-seeking. Credit hours that are more than six years old will not count towards a degree.

## The Master's Degree – On Campus Students

Every master's student must file with the Graduate School a Program of Study (POS), a formal list of the courses the student intends to take to fulfill the requirements of the degree. The POS should consist solely of courses directly related to the master's degree. Full-time students must file their programs before the end of their second semester of graduate study, and part-time students must do so upon the completion of 9 credit hours. The student should prepare the POS in consultation with her/his supervisory committee, all members of which must indicate their approval by signing the POS form provided by the Graduate School. The department head must then endorse the POS and forward it to the Dean of the Graduate School, whose approval must be received within the first two semesters of graduate work. Subsequent changes in the POS requires approval of all members of the supervisory committee, and if changes are made, a Program/Committee Change form should be submitted to the Graduate School before graduation. General guidelines for preparing a POS are posted on <http://www.k-state.edu/grad/students/masters/index.html> should be followed when preparing the POS. Credits that were earned more than six years prior to the semester in which the POS is approved cannot be accepted.

Master's students should earn a significant majority of their credit hours in courses numbered 700 or above. Therefore, of the 30 credit hours required for the master's POS, at least 18 hours should be at the 700 level and above, including the thesis/research and the report/problems hours required by the thesis and report options. Courses at the 600-level may be included, but 500-level courses in the student's major area are expected to have been completed as undergraduate prerequisites to graduate study or as undergraduate deficiency courses assigned upon admission. The use of 500-level supporting courses in master's programs is therefore restricted as follows: (1) no course in the student's major area may be at the 500 level, and (2) normally no more than 6 credit hours may be at the 500 level. No more than 3 hours in problems or other individualized courses may be applied to the master's degree.

If a student's program of study includes any course credits more than six years old at the time the student is about to complete all degree requirements, the final master's examination will normally include an examination over the body of course work listed on the program of study. The form and content of this competency examination is determined by each master's program, which may impose additional requirements for revalidating the student's competency in the supporting course work. In a master's program for which such a revalidation examination may be inappropriate, an exception to this policy may be sought from the Dean of the Graduate School.

## **Thesis and Reports**

A culminating experience is required to earn a master's degree. The culminating experience should verify the student's competence to synthesize information across the student's program of study. The culminating experience will occur after the student has completed the program of study and other requirements or during the term in which the candidate intends to complete them. The Supervisory Committee is responsible for administering the culminating experience and must include at least 3 graduate faculty members. The majority of the Supervisory Committee must vote in favor for the student to pass his/her defense (a tie vote is a failure). The major professor is responsible for returning the signed ballot to the Graduate School.

For students pursuing a thesis or report option, the culminating experience shall be a defense of the thesis or report. For students pursuing a coursework only degree, the experience may be an interpretation of scholarly work, a test of the student's understanding of the field or other culminating experiences. It is the responsibility of the academic unit to provide culminating experience guidelines for each coursework-only master's degree that the department offers.

A master's thesis presents the results of an original investigation of a problem or topic approved by the candidate's supervisory committee. Its purpose is to demonstrate the candidate's ability to conduct original research of a type appropriate to the academic

discipline, to analyze the information obtained from the research, and to present the results in a form acceptable to the supervisory committee.

A master's report is generally shorter than a thesis, and it may present the results of a more limited original investigation. Alternatively, it may review the state of a particular scholarly or scientific problem, or especially in the case of professional programs or applied disciplines it may describe a project appropriate to the discipline.

Candidates who undertake a thesis or report should schedule their work to allow sufficient time for review by the major professor and the supervisory committee and for making any necessary revisions before proceeding to the final examination. The candidate may request the supervisory committee members to review drafts of the thesis. A final draft of the thesis or report must be provided to each member of the supervisory committee at least 2 weeks before the final examination, and all members of the committee must certify that they have received acceptable copies of the thesis or report before a final examination can be scheduled. A copy of the thesis or report must also be available at the examination.

The candidate must file with the Graduate School an Approval for Final Examination Form signed by each member of the committee. By signing this form, the faculty member indicates only that the form of the thesis or report is acceptable for review and that a final examination may be scheduled. Signing does not imply that the content of the thesis or report is satisfactory. When the examination has been scheduled, the Graduate School will send a final examination ballot and an ETDR (Electronic Theses, Dissertations and Reports) ballot to the major professor and notify in writing all members of the committee regarding the time and place.

Following a successful final examination, the candidate must provide an electronic copy of the thesis or report to the Graduate School, which will be deposited with the University Libraries. Theses and reports submitted to the Graduate School must be in final and acceptable form, incorporating any revisions required by the supervisory committee. The final electronic copy must also conform to the stylistic guidelines adopted by the academic unit and to the physical requirements established by the Graduate School.

Negative votes by two or more members of a three- or four- member committee constitute failure. A candidate who fails a master's examination may take a second examination no sooner than two months nor later than 15 months after the failure, unless an extension is granted by the Dean of the Graduate School. No third attempt is allowed.

## **The Master's Degree – Global Campus Students**

When a distance-learning student receives a letter of acceptance from the Graduate School it lists an assigned faculty advisor and her/his contact information. It is the student's responsibility to get in touch with the advisor. The faculty advisor is responsible to assist the student in selecting a graduate committee and guide the student through her/his Program of Study (POS). Global campus students should contact their faculty advisors early in their graduate studies so they get correct and timely advice about their graduate program.

General guidelines for preparing a POS are posted on the Graduate School website <http://www.k-state.edu/grad/> and should be followed when preparing the POS. If a student plans to take a different course than what was listed on the student's POS, the faculty advisor should be consulted and a Program Change Form should be completed and submitted to the Graduate School. This form is available on the Graduate School website. A Program Change Form would also be necessary if the student, in consultation with the faculty advisor, decides to change a member of the graduate committee.

Global campus students must be enrolled in classes during the semester they intend to graduate. The student will need to discuss with her/his faculty advisor to decide when, where, and in what format she/he will complete the final examination for degree completion. It is preferred that the student come to campus for the final examination. Typically, Global Campus students are asked to make a 30-minute professional presentation in the Graduate Seminar held on Wednesday afternoons at 4:00 PM. The seminar schedule is coordinated by the Graduate Programs Director. To guarantee a seminar spot during a semester, it is best that the student contact the Director early in the

semester or even prior to the beginning of the semester. The student's faculty advisor and graduate committee members inform the student what to present at the graduate seminar. Typically, a Global Campus student is asked to present information about a recent project in which he/she was involved, and explain how the courses taken at KSU helped in designing or executing the project. During the final exam, the graduate committee members may ask the student questions related to the courses completed at KSU. No comprehensive exam is required.

An Approval to Schedule Final Examination form needs to be completed and submitted to Graduate School at least 10 working days before the day of the examination. This form is available on the Graduate School website. The student should make sure that all graduate committee members are contacted in advance to check their availability for the final examination. Once the student completes the Approval to Schedule Final Examination form, it should be sent to the Civil Engineering Graduate Program Coordinator who will collect signatures and forward the form to Graduate School. Degree completion and commencement information is also available on the Graduate School website.

## The Doctoral Degree

Every doctoral student must file with the Graduate School a Program of Study (POS), a formal list of the courses the student intends to take to fulfill the requirements of the degree. The POS should consist solely of courses directly related to the doctorate program. Full-time students must file their programs before the end of their second semester of graduate study, and part-time students must do so upon the completion of 9 credit hours. The student should prepare the POS in consultation with the supervisory committee, all members of which must indicate their approval by signing the POS form provided by the Graduate School. The department head must then endorse the Program of Study and forward it to the Dean of the Graduate School, whose approval must be received within the first two semesters of graduate work. Subsequent changes in the POS require approval of all members of the supervisory committee, and if changes are made,

a Program/Committee Change form should be submitted to the Graduate School before graduation. General guidelines for preparing a program of study are posted on the Graduate School website (<http://www.k-state.edu/grad/>) should be followed when preparing a POS. Credits that were earned more than six years prior to the semester in which the program of study is approved cannot be accepted.

Doctoral students should earn a significant majority of their course work credit hours that are required by their programs of study in courses numbered 800 or higher. Although supervisory committees have considerable latitude in providing an appropriate program of study for their students, they are encouraged to follow these guidelines:

- a. Of the 24 to 30 hours of course work credit hours beyond the master's degree normally required by the supervisory committee, 15 credit hours should be at the 800-level or above, in addition to doctoral research credit hours.
- b. For course work beyond the master's degree, no more than 6 credit hours of 500-level courses are permitted in a doctoral program. No 500-level course taken in the student's major field of study, e.g., department, may appear in the program of study.
- c. For students who bypass the master's degree, the POS must include at least 15 credit hours at the 800-level or above, in addition to doctoral research credit hours. No more than 12 credit hours of 500 level courses are permitted in a doctoral program. No 500-level course taken in the student's major field of study (department) may appear in the program of study.
- d. Not more than 6 hours of problems or other individualized courses should ordinarily appear on the program of study for the doctoral program.

### **Ph.D. Preliminary Examination**

A Ph.D. student must be in good academic standing to take a preliminary examination. Students should schedule the preliminary exam within the first two years of their doctoral studies. Students may apply for a waiver at the discretion of the student's Ph.D. committee. If a waiver is granted, the student must schedule the preliminary exam at least seven months prior to the final defense, per university regulations. Once the

supervisory committee and the student decide when the examination is to be taken, the student should notify the Graduate School one month before the scheduled date. A ballot is sent to the major professor by the Graduate School.

The required written preliminary examination will be supplemented by an oral examination (i.e., proposal defense). Guidelines for the written preliminary exam are below.

Students will prepare a 25-30 page (not including references) research proposal for their supervisory committee review. Students will use the dissertation template that follows the university standards. The proposal will be given to the supervisory committee at least ten business days prior to the scheduled preliminary exam. The proposal does not have to be bound and may be emailed at the preference of each supervisory committee member. This research proposal should include:

- Introduction
- A focused literature review pertinent to the research plan (i.e., the full literature review in the dissertation will likely be much more comprehensive)
- Statement of research objectives or hypotheses
- A detailed, novel research plan (e.g., limitations and assumptions of the study, detailed tasks, current results, timeline which shows completed tasks and anticipated deadlines for remaining tasks, anticipated barriers to the proposed plan and alternative approaches)
- References, formatted to follow the American Society of Civil Engineers journal guidelines

The oral presentation title, abstract, Ph.D. adviser, time, and location, must be submitted to the CE Graduate Program ([gradce@ksu.edu](mailto:gradce@ksu.edu)) one week before the presentation announcement. Students will give a 30-40 minute oral presentation to the supervisory committee and public audience that focuses on the research proposal document. The audience will be allowed to ask clarifying questions and will be excused for the committee discussion. The committee will then ask questions regarding the presentation or research proposal, or questions to assess general knowledge of the subject, to be answered by the student. The objective of this presentation is to facilitate a

discussion regarding the student's research plan and to highlight any weakness or deficiencies noted by the committee.

Satisfactory performance in the examination is an indication that the student is prepared to perform independent work toward the doctoral degree and results in the student being classified as a doctoral candidate upon affirmative recommendation by the supervisory committee. The results of the preliminary examination are indicated on the ballot by the signatures of those members of the supervisory committee. Within one week following the completion and determination of the results of the preliminary examination, including the oral portion, the supervisory committee must sign the ballot indicating that the preliminary examination has been completed and recommending approval or disapproval of the student's admission to candidacy for the doctoral degree. The student is considered to have passed the examination and to be recommended to candidacy if at least three fourths of the supervisory committee voted to approve candidacy.

In case of failure in the preliminary examination, the supervisory committee may approve a second examination with no more than one dissenting vote. A second examination can be taken no sooner than three months following the initial failure. Once the supervisory committee and the student decide when the second examination is to be taken, the student should notify the Graduate School one month before the scheduled date. The composition of the supervisory committee shall not be changed before a final decision is reached on admission to candidacy. A second failure constitutes denial of admission to candidacy for the doctoral degree in the field of study of the graduate program. As with the first examination, the signed ballot must be returned to the Graduate School within one week of the determination of the results of the examination.

## **Ph.D. Candidacy**

A full-time doctoral student should normally complete the preliminary examination within two years of entry into the doctoral program, and, upon satisfactory completion of the examination, the student is automatically advanced to candidacy for the degree. The period of candidacy may last up to five years from the end of the semester in which the

preliminary examination was passed. If a student fails to complete both the dissertation and final oral examination within this period, the student will be dropped from candidacy. Any student whose candidacy has thus lapsed may regain the status of a doctoral candidate by successfully retaking the preliminary examination. Failure to maintain continuous enrollment from the time of completion of the preliminary examination until the dissertation is accepted by the Graduate School also will result in loss of candidacy. To regain candidacy, the student must successfully petition the Readmission Committee of the Graduate School.

If it is necessary to interrupt progress toward the degree after the preliminary examination has been passed, the student or major professor may petition for a leave of absence of up to 1 year. The petition must be submitted at least 1 month before the effective date of leave. Approval must be granted by the major professor, the department head or chairperson of an interdepartmental program, and the Dean of the Graduate School. The Dean will establish the conditions of the leave. An extension of a leave of absence beyond one year may be granted by the Dean of the Graduate School upon recommendation of the student's supervisory committee.

## **Ph.D. Dissertation**

A dissertation consisting of at least **30** research hours (CE 999) is required of all candidates for the award of a doctorate degree. Its purpose is to demonstrate the candidate's ability to conduct significant original research of a type appropriate to the academic discipline, to analyze the information obtained from the research, and to present the results in a form acceptable to the supervisory committee. A dissertation must be written in a form appropriate to the discipline.

The candidate must provide a copy of the dissertation to each member of the final examining committee at least two weeks before the final examination. Following a successful final examination and approval of the final form of the dissertation by the examining committee, the candidate shall submit an electronic dissertation to the Dean of

the Graduate School by the required deadlines associated with the commencement at which the degree is to be conferred.

## **Examining Committee and Dissertation Defense**

When the student is admitted to candidacy, the Dean of the Graduate School appoints an examining committee. This committee consists of the supervisory committee and a member of the graduate faculty not on the supervisory committee. The additional member serves as chairperson for the final oral examination. The outside chairperson, as the representative of the Graduate School, is responsible for conducting the final examination in an orderly manner, evaluating it as a test of the candidate's expertise, submitting the final examination ballot, and making other reports as appropriate or required. As a member of the examining committee, the chairperson also has the right and the responsibility to evaluate the candidate's performance and to cast a vote. The outside chair is responsible for returning the signed ballot and evaluation form to the Graduate School immediately after the oral examination.

The major professor is responsible for submitting the ETDR ballot to the Graduate School. By submitting the signed ETDR ballot, the major professor indicates that he/she has reviewed and approved the final PDF file for electronic submission.

A copy of the dissertation that has been approved by the major professor or co-major professors is presented to each member of the supervisory committee and outside chair at least 10 working days prior to the oral examination. At least three-fourths of the committee must agree that it is in acceptable form before the final examination may be scheduled. All members must sign their approval or disapproval. By signing, a faculty member indicates only that the form of the dissertation is acceptable for review and that a final examination may be scheduled. Signing does not imply that the content of the dissertation is satisfactory.

If during the 10 working days prior to the scheduled defense, one or more committee members or the outside chair have significant concerns regarding the content or quality of the dissertation, the faculty should consult with the major professor or co-

major professor. The major professor should confer with the other members of the supervisory committee and determine whether the orals should be held as scheduled or delayed. The supervisory committee should meet during the scheduled time to provide specific feedback to the candidate regarding the necessary changes. The ballot must be returned to the Graduate School. Once the student has addressed the concerns and made the necessary changes in the dissertation, the orals can be rescheduled. The candidate will provide the supervisory committee and outside chair with a copy of the dissertation and obtain their signatures on an Approval to Schedule Final Examination form. This form must be submitted to the Graduate School 10 working days prior to the scheduled oral examination.

After the dissertation is deemed in an acceptable form, an oral examination at which the candidate presents and defends the dissertation is scheduled. All members of the examining committee (or substitutes appointed by the Dean of the Graduate School) are expected to be present throughout the examination. At least three-fourths of the examining committee including substitutes appointed by the Dean of the Graduate School must approve the candidate's performance before he or she is deemed to have passed. A refusal to vote by the chairperson or any other member of the examining committee shall be recorded as a negative vote. With the permission of at least three-fourths of the committee, a failed oral examination may be retaken but no sooner than three months from the date of the failure.

Normally the oral examination will be open to the public. All or part of the exam may be closed at the request of the major professor with only the committee, candidate and others approved by the major professor, attending the exam. Such a request with a justification for the examination not to be open, such as presentation of data on a pending patent or confidential materials based on an existing contract, must be received by the Graduate School before the exam is scheduled and must be approved by the Dean of the Graduate School.

The final oral examination may be taken when the student has completed the program of study and satisfied all other program requirements. All final examinations must be given on the Manhattan campus and scheduled at least two weeks in advance.

When the dissertation has been approved, the oral final examination has been passed, and all other requirements have been met, the candidate is recommended by the Dean of the Graduate School to the Faculty Senate for approval to award the degree.

## **ETDR Requirement**

Depending on what type of graduate program you are entering into, you will be required to write an end of term dissertation, thesis or report. Your final submission will be submitted electronically, hence the term Electronic Theses, Dissertations and Reports (ETDR). As you begin your graduate studies, you will want to become familiar with the ETDR website at:

<<http://www.k-state.edu/grad/etdr/>>.

Before you begin writing your ETDR, it is important that you understand the requirements of the ETDR. You will find the requirements under the Getting Started section. Requirements will include specific formatting of your ETDR and important dates among others depending on your specific situation. Visit the website to find out more.

When you begin writing your ETDR, the Getting Started section again will be an important source for finding basic information, including an overview handout, Graduate School guidelines, and deadlines for the ETDR. This section also provides important information and suggestions for writing your ETDR in Microsoft Word or LaTeX.

Because most students are familiar with Microsoft Word, there is considerable help available for writing your thesis in this way. There is a complete section, titled Using Word, dedicated toward providing templates (see Templates section also), styles, how-to guides, and general tips that will save time and stress. To ensure that you are on track to complete your master's or doctoral degree, including your ETDR, follow the checklist provided by the Graduate School for Master's and Doctoral students. It can be found on the Graduate School Web site under the Current Students tab.

### Master's Student Checklist

<http://www.k-state.edu/grad/students/masters/checklist.html>

### Doctoral Student Checklist

<http://www.k-state.edu/grad/students/doctoral/checklist.html>

Once a student has passed the final examination and needs to submit the final ETDR, the steps outlined in the Submission Checklist section of the ETDR website should be followed. It can be found at the following address:

<http://www.k-state.edu/grad/etdr/submit/>

## **Graduation and Commencement**

The University establishes official graduation dates each year for the spring, fall, and summer sessions. Prior to commencement time, there are several important dates to keep track of if you want to be a part of the commencement ceremony. These can be found on the Graduate School Web site under the Current Students tab. Under General Guidelines, you will see 'Graduation and Commencement Information'. Download the document corresponding to the semester you intend to graduate and make sure you complete all tasks required.

## **Curricular and Practical Training (for International Students)**

F-1 visa regulations define Curricular Practical Training as "alternate work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the university." An International Student Advisor must authorize an F-1 student to participate

in a curricular practical training program. For more information please visit the International Students or Scholars Services or the Office of International Programs.

## **Cleaning Out Office Space and Checking Out**

At the end of your final semester before you leave K-State, it is essential that you clean out your desk space of all of your belongings. Please do not leave any books, notes, papers, etc. at your space or in the office even if you believe someone could find them useful. If you need boxes to help pack up your things, check the CE office, the cardboard recycling bin in the back of Fiedler Hall, or local stores that may give them away. You can always purchase cardboard boxes at hardware stores like Home Depot. The general rule is to leave your desk space as you would hope to find it upon starting graduate school.

All laboratory notebooks used in research and data files generated from research are the intellectual property of Kansas State University. These should be submitted to your major-advisor before departure. All keys, your K-State ID card and parking permit should be returned to the CE main office and future contact information including a forwarding address should be provided to the office staff. You should forward your KSU email to another mailing address such as a gmail account.

## **CE Graduate Student Council**

The CE Graduate Student Council (CE GSC) is comprised of graduate student representatives from each area of civil engineering (environmental, geotech, structures, transportation and water resources). A faculty member who is the chairperson of the Graduate Committee serves as the faculty advisor to CE GSC. The CE GSC coordinates all extra-curricular activities related to the CE graduate student body. These activities include social events such as picnics, dinners, or volleyball games; service activities such as highway or Bramlage cleanup, or learning activities such as industry site visits.

The University also has a student organization called Graduate Student Council (GSC), which represents graduate students from all academic disciplines at Kansas State

University. Any organization with graduate student membership is invited to participate in the council and council activities are open to all graduate students. The KSU GSC is funded mainly by the Student Governing Association from the Graduate Student Activity Fee.

To promote graduate and undergraduate research, the KSU GSC organizes the K-State Research Forum and is involved in organizing the Capitol Graduate Research Summit. These events provide excellent opportunities for students to share their research with the K-State community as well as members of other Kansas academic institutions, to gain experience presenting their research in a professional setting and to learn about the research being conducted by their peers.

The KSU GSC awards travel grants to graduate students in the form of monetary compensation for expenses incurred while representing K-State in an official, non-recruiting capacity. Awarding of money is based on total expected travel expenses, accuracy and completion of the online application form, membership in a student group registered with GSC, and previous awards received from GSC. Information for the GSC travel awards is available at: <http://www.k-state.edu/grad/students/studentcouncil/travel-grants/>

## **CE Graduate Student Awards**

The Department of Civil Engineering annually recognizes an outstanding Master's student and an outstanding Ph.D. student. These awards are announced at the annual Civil Engineering Banquet and Awards Ceremony in December. The awards carry a certificate and a monetary award as decided by the department.

Applications from MS and PhD students are evaluated separately for each award level. An evaluation system based on a total of 100 points is used. Advisors abstain from voting for their own advisees. Members (faculty) of the CE Graduate Committee evaluate applications for these graduate student awards. The application of a runner up for the Ph.D. award is forwarded to the Rotary Foundation if the student is eligible for their award. To be eligible for an award, a graduate student must be enrolled as a full-time graduate student at K-State for a minimum of two consecutive academic semesters

(Fall/Spring) prior to the semester when the application is filed. A student must submit a cover letter and a current resume requesting to be considered for the award. A student may receive each award only once.

## Required Trainings

All civil engineering graduate students need to complete certain training sessions to be able to work in research laboratories or classrooms.

### Hazardous Waste Awareness Training

Any graduate student working in a civil engineering teaching or research laboratory must complete the Hazardous Waste Awareness Training as soon as he/she begins work. Note that the department head will not sign a student's POS until the student records show that this training has been completed. The responsibility for hazardous waste generation usually rests with individual researchers who generate the waste material, and that responsibility continues through the transportation and disposal process. The Hazardous Waste Awareness Training emphasizes the importance of properly identifying, handling, and disposing all hazardous wastes. The free, one hour session is intended for all university employees, including graduate research assistants and graduate teaching assistants.

Students should pre-register to ensure adequate seating is available and materials are provided. Enroll through the Human Resources Information System (HRIS) Self-Enrollment to receive immediate confirmation, or e-mail [training@ksu.edu](mailto:training@ksu.edu) and include your name, department, employee ID# (required), training course title and course date. Enrollment will be confirmed by an e-mail response to the sender.

### IT Security Training

IT Security training is required to be completed by all K-State information technology users. It is available online in self-paced, text-only or text & audio forms. The self-paced, text only version requires less time to complete and you can advance to the next page

whenever you are ready. The training is available at: <http://www.k-state.edu/its/security/secureit/>. The training is broken up into three sections. You have to complete the sections in order, but once a section is completed you can stop and do the next section at a later time if you wish. For each section, you can choose either "With Audio" or "Without Audio" (the self-paced text version). Your training records are updated when you have completed the IT Security Training.

## **Miscellaneous CE Policies**

### **Copy Machine Use**

The department's copy machine is available for copying materials related to teaching and research responsibilities. A copy code number must be obtained from the graduate student's major professor so the correct account is charged. Inappropriate personal use of this equipment is not permitted. Making copies for homework and for personal work is considered inappropriate use.

### **Office Printers**

Do not print materials for anyone outside the CE department on CE printers. Graduate students do not have access to the Office Color Printer. Any color printing would need to be coordinated with the graduate student's major professor.

### **Office Supplies**

Office supplies located in the mail-room are for official CE department use. Approval of the graduate student's major professor is required to use the official departmental supplies. Under no circumstances should a department letterhead or department envelope be used by graduate students.

### **Office Refrigerator**

The refrigerator in the mail-room is to be used by faculty and staff only. Graduate students are not allowed to store food or drinks in this refrigerator.

## Faculty Research Interests/Contacts

**Mustaque Hossain** Professor 785-532-1576 [mustak@ksu.edu](mailto:mustak@ksu.edu)

Dr. Hossain's research focuses on highway materials, pavement design and performance evaluation, and non-destructive testing of pavements with a goal of advancing and preserving Kansas's and the nation's rural roads and highway infrastructure.

**Sunanda Dissanayake** Professor 785-532-1540 [sunanda@ksu.edu](mailto:sunanda@ksu.edu)

Dr. Dissanayake's research focuses on traffic engineering, traffic control systems, and modeling and simulation of transportation systems to improve safety in urban and rural highways.

**Eric J. Fitzsimmons** Assistant Professor 785-532-0889 [fitzsimmons@ksu.edu](mailto:fitzsimmons@ksu.edu)

Dr. Fitzsimmons' research focuses on highway safety and operations, vehicle data collection and reduction strategies, work zone safety, micro-simulation, automated enforcement applications, highway geometrics, access management, signalized intersection safety, sustainability, vehicle tracking applications, railroad and transportation engineering education.

**Jeongdae Im** Assistant Professor 785-532-1588 [jeongdae@ksu.edu](mailto:jeongdae@ksu.edu)

Dr. Im examines diverse catabolic activities of microbes to harness their activities for engineering applications. In this vein, the primary research areas include a) investigating biotransformation pathways of emerging contaminants, b) developing biotechnologies for control, reduction, and utilization of greenhouse gases (CH<sub>4</sub>, N<sub>2</sub>O, and fluorinated gases), and c) deciphering plant-microbe interactions using plant cell cultures for environmental engineering applications.

**Christopher Jones** Associate Professor 785-532-1578 [jonesca@ksu.edu](mailto:jonesca@ksu.edu)

Dr. Jones's research interests involve cementitious materials, nanomechanical characterization, transport phenomena in porous media, computational solid mechanics,

and pavement design. Dr. Jones has previously worked with concrete durability and also structural analysis for the nuclear industry for a variety of beyond design basis events.

**Stacey Kulesza**      Assistant Professor      785-532-5863      [sekulesza@ksu.edu](mailto:sekulesza@ksu.edu)

Dr. Kulesza's research focuses on identifying anthropogenic impacts on soil properties, applied geophysics, soil erosion potential, and monitoring deteriorating infrastructure. She seeks to understand the *in situ* integrity of both aging infrastructure and natural materials in order to support the global initiative of sustainability and resiliency.

**Landon Marston**      Assistant Professor      785-532- 1690      [ltmarston@k-state.edu](mailto:ltmarston@k-state.edu)

Dr. Marston's research explores the interdependencies between food, water, energy, and trade in order to establish tradeoffs, assess risk, and inform sustainable policy and management of these resources. More generally, he is interested in how society and water resources co-evolve across different scales in a coupled human-nature system. His research is inherently interdisciplinary, drawing from hydrology, water resources engineering, and economics.

**Alexander Mathews**      Professor      785-532-1582      [alex@ksu.edu](mailto:alex@ksu.edu)

Dr. Mathews' research focuses on physicochemical processes including processes like adsorption, ozonation, and filtration for the treatment of water, wastewater, sludges and hazardous waste. He also conducts research on biological waste treatment, fermentation byproducts from wastes and renewable resources.

**Hani Melhem**      Professor      785-532-1584      [melhem@ksu.edu](mailto:melhem@ksu.edu)

Dr. Melhem's research focuses on health monitoring of structures and bridges, computer controlled testing and experimental analysis, fatigue and fracture of structures, and non-destructive evaluation. He also has done research on expert systems, artificial intelligence (fuzzy logic, machine learning, neural nets), information systems, finite elements, and computational methods.

**Prathap Parameswaran**      Assistant Professor      785-532-1748      [prathapp@ksu.edu](mailto:prathapp@ksu.edu)

Dr. Parameswaran's research interests pertain to the capture and reuse of energy and resources at the waste-energy-water nexus. His research expertise to achieve this goal includes: Anaerobic digestion, pretreatment technologies for bioprocessing of wastes and biomass, Microbial Electrochemical Cells for valuable products generation, Downstream resource capture from photosynthetic microalgae through novel Environmental Biotechnology for a sustainable and green biorefinery.

**Dunja Peric**      Associate Professor      785-532-2468      [peric@ksu.edu](mailto:peric@ksu.edu)

Dr. Peric's research focuses on computational geomechanics with emphasis on modeling strain localization, instabilities and failure in geomaterials, and on development of sustainable reinforcement systems for civil infrastructure materials. In addition, Dr. Peric recent research includes computational modeling of unsaturated soils and of thermo-active foundation systems (energy foundations).

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